

Welcome to the Team!

Dear [Employee's Name],

We are thrilled to welcome you to [Company Name]! As you embark on this new journey with us, we want to ensure you feel supported and informed as you settle in.

Orientation Details

Your orientation is scheduled for [Date] at [Time]. It will take place at [Location]. During this session, you will meet your colleagues, learn about our company culture, and receive important information about your role.

What to Bring

- Government-issued ID
- Bank details for payroll
- Any necessary documents related to your employment

Contact Information

If you have any questions before your orientation, feel free to reach out to [Contact Person's Name] at [Contact Person's Email] or [Contact Person's Phone Number].

We are excited to have you on board and look forward to seeing you soon!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email]